

Administrative Assistant/Deputy Clerk to the Board

Dept: Administration

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work serving as Deputy Clerk to the Board, providing assistance to the County Manager and staff, preparing and maintaining official records and files, and related work as apparent or assigned. Work is performed under the limited supervision of the Clerk to the Board/Administrative Assistant to the County Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Assists citizens via telephone, email or walk in visits; evaluates and processes requests for information.
- Prepares Board meeting agendas and packets; processes and posts meeting notices and legal ads to website.
- Maintains county ordinances, policies and procedures; drafts and prepares proclamations and resolutions.
- Attends meetings and takes minutes.
- Indexes and maintains official minute books and books of record.
- Maintains calendars and records of events for administrators and the Board.
- Prepares and processes correspondence.
- Prepares newsletters and communication drafts.
- Reserves meeting and conference rooms.
- Acts as a notary public, prepares and administers oaths; acts as clerk for the Historic Landmark Preservation Commission.
- Assists the Clerk to the Board as required and assumes Clerk's duties in her absence when necessary.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety, standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of the functions and organization of county government; thorough knowledge of state and local laws concerning county administration terms, powers, regulations, etc.; thorough knowledge of the County's ordinances, policies and procedures; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of standard office procedures, practices and equipment; ability to communicate ideas effectively, both orally and in writing; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to research and prepare reports; ability to establish and maintain effective working relationships with county officials, associates and the general public.

Education and Experience

High school diploma or GED and three to five years experience working as an administrative assistant with increasing responsibilities, or equivalent combination of education and experience.

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Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Special Requirements

- North Carolina Notary Public.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

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I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date